

#### **2.62.025 Bids for positions in the same or lower class.**

A. Employees who bid on and are selected for a position of a lower grade shall move to the same percent of midpoint in the lower grade with the appropriate decrease in compensation. Employees who bid on and are selected for positions of the same grade shall stay at the same percent of midpoint within that grade.

B. Employees who are promoted shall be placed at 81% of mid point of the new grade or receive a 5% increase, whichever is greater. If the promotion changes the employee status from non exempt to exempt or the new job classification is increased three (3) or more grades, the employee shall be placed at 81% of the mid point of the new grade or receive a 10% increase, whichever is greater.

C. The promoted or transferred employee shall complete a six month probation period, to include a performance evaluation. The completion date of the probationary period will become the employee's new annual performance evaluation date.

D. At the satisfactory completion of the six month probationary period, the promoted or transferred employee may be eligible to receive a merit increase immediately based upon their job performance and where they are in the pay range.